



புதுச்சேரி மாநில அரசிதழ்

La Gazette de L'État de Poudouchéry The Gazette of Puducherry

PART - I

சிறப்பு வெளியீடு

EXTRAORDINAIRE

EXTRAORDINARY

அதிகாரம் பெற்ற
வெளியீடு

Publiée par
Autorité

Published by
Authority

விலை : ₹ 7-00

Prix : ₹ 7-00

Price : ₹ 7-00

எண்	புதுச்சேரி	செவ்வாய்க்கிழமை	2012 ஆம்	ஏப்ரல் மீ	24 ம
No.	35 Poudouchéry	Mardi	24	Avril	2012 (4 Vaisakha 1934)
No.	Puducherry	Tuesday	24th	April	2012

GOVERNMENT OF PUDUCHERRY

CHIEF SECRETARIAT (WELFARE)

[G.O. Ms. No. 59/2012-Wel.(SW-IV), dated 11th April 2012]

NOTIFICATION

Whereas, the Integrated Child Development Services (ICDS) scheme is being implemented in the Union territory of Puducherry;

And whereas, for the purpose of supervision, monitoring and review of the said scheme, the Ministry of Women and Child Development, Government of India vide Letter No. F. No. 16-8/2010-ME, dated 31-3-2011 of the Ministry of Women and Child Development, New Delhi has requested this Administration to set up a Monitoring and Review Committees at different Levels viz. at State, District, Block and Anganwadi level for taking suitable measures for a rigorous monitoring system with transparency and accountability and effective delivery of package of services;

Now, therefore, the Lieutenant-Governor, Puducherry is pleased to constitute the following 4 - tier Monitoring and Review Committees under the Integrated Child Development Services (ICDS) scheme in the Union territory of Puducherry with the following composition, namely:

STATE LEVEL MONITORING AND REVIEW COMMITTEE (SLMRC):

(i) Chief Secretary	.. Chairperson
(ii) Secretary, Planning and Finance	.. Member
(iii) Secretary, Health	.. Member
(iv) Secretary, Rural Development	.. Member
(v) Secretary, Women and Child Development	.. Member
(vi) Secretary, Education	.. Member
(vii) 2 Members of Parliament, Lok Sabha and Rajya Sabha.	.. Members
(viii) 5 Members of Legislative Assembly (MLA's)* (to be nominated by Hon'ble Chief Minister, Puducherry).	.. Members
(ix) Director, NIPCCD, Bangalore	.. Member
(x) State Mission Director, National Rural Health Mission, Puducherry.	.. Member
(xi) Food and Nutrition Board, State/Regional Officer in-charge of Puducherry.	.. Member
(xii) Director, Women and Child Development (In-charge of Integrated Child Development Services, Puducherry).	.. Member-Secretary.

* MLAs in the Union Territory would be Members of the Committee on rotational basis for one year and their selection shall be such as to give representation to as many political parties as possible.

Note : • Experts/Representatives from the prominent institutions and Development Partners, who are working in the State with Integrated Child Development Services programme, may also be invited as special invitees.

• The committee will meet every six months or earlier as and when required on the notice of the Chairperson. The Chief Secretary, will however chair the meeting once in six months.

II. B. Roles :

The State Level Committee will monitor and review the following issues and recommend appropriate actions:

(i) Overall progress with regard to:

- Universalisation of Integrated Child Development Services - Status of operationalisation of sanctioned projects / AWCs, coverage of all habitations/ hamlets in the State and factors coming in their way;
- Preparation and implementation of State Annual Programme Implementation Plan (APIP) in Integrated Child Development Services;

- Status of nutritional status of children below 6 years - weignment, roll out of WHO growth standards and joint mother and child protection cards; district-wise comparison of proportion of moderate and severely undernourished children; measures being taken for addressing them and progress thereon on half yearly basis;
- Performance of non-formal pre-school education provided at AWCs; methodology and participation of children in non-formal pre-school education at AWCs; use of locally developed learning and play materials, toy bank and other initiatives;
- Identification of low performing districts in of Integrated Child Development Services and factors responsible for it.

(ii) Convergence with line departments / programmes:

(a) *Health/NRHM*: Status of full immunisation at AWCs, provision of ante-natal and health check-ups, referral services and supply of micronutrients (Vit-A, IFA, de-worming tablet) to AWCs; functioning of VHND, VHSC and promotion of IYCF.

(b) *Water and sanitation*: Provision of potable water and sanitation facility at AWCs through convergence with Total Sanitation Campaign and Rajiv Gandhi National Drinking Water Mission or any other schemes of State Government.

(c) *Sarva Siksha Abhiyan (SSA)* : Co-location of AWCs with primary schools, integration of PSE in AWCs, support from SSA, etc.,

(d) *PRIs*: Involvement of PRIs and community in overseeing and coordinating the delivery of services at AWCs;

(iii) Coverage in general and specifically, of SC/ST/minority habitations/ beneficiaries against the surveyed population;

(iv) Other issues relating to programme implementation and actions thereon with respect to:

(a) Regularity of functioning of AWCs - overall and specifically, those in SC/ST/Minority concentrated habitations;

(b) Manpower vacancies at Anganwadi Worker/Supervisor/CDPO level and their training status;

(c) Fund flow and timely payment of honoraria to AWWs/AWHs;

(d) Availability of funds for POL, contingency, etc. at district / block level and flexi-fund at AWC level as per revised norms;

(e) Disruptions in supply of supplementary nutrition at AWCs as per revised norms and reasons for it, such as method of delivery, engagement of SHGs, etc.;

(f) Arrangement for fortification of supplementary food and use of iodised salt at AWCs;

(g) Methodology and participation of children in non-formal pre-school education at AWCs;

(h) Procurement and supply/availability of essential items to AWCs - medicine and PSE kits, weighing scales, joint MCP card, WHO growth charts, etc.;

(i) Monitoring and supervision visits by officials at different levels as per norms;

(j) Engagement of Integrated Child Development Services functionaries in Non-Integrated Child Development Services activities and arrangements desist them from it;

(k) Any other matter as may be relevant for improved implementation;

(v) **Improving the AWC Infrastructure:** Construction of AWC buildings by leveraging funds from under different schemes/programmes, such as BRGR, MSDP, MPLADs, etc.,

(vi) Use of IEC in creating awareness about Integrated Child Development Services/ Health and nutrition issues and possibility of convergence with IEC activities under other schemes/programmes.

DISTRICT LEVEL MONITORING AND REVIEW COMMITTEE (DLMRC)

1. Puducherry (Including Mahe/Yanam region):

- | | | |
|--|-----|-------------------|
| (i) Secretary Women and Child Development | . . | Chairperson |
| (ii) Director, Health and Family Welfare Services | . . | Member |
| (iii) Director, Planning and Research Department | . . | Member |
| (iv) Director, Social Welfare Department | . . | Member |
| (v) Project Director, District Rural Development Agency | . . | Member |
| (vi) Director, Department of School Education | . . | Member |
| (vii) Field Unit of Food and Nutrition Board | . . | Member |
| (viii) All Child Development Project Officers of Puducherry District | . . | Members |
| (ix) Director, Women and Child Development | . . | Member-Secretary. |

2. Karaikal region :

- | | | |
|--|-----|-------------------|
| (i) Collector, Karaikal | . . | Chairperson |
| (ii) Deputy Director, (Immunisation) Health and Family Welfare Department, Karaikal. | . . | Member |
| (iii) Joint Director, Planning and Research Department, Karaikal. | . . | Member |
| (iv) Assistant Director, Social Welfare Department, Karaikal. | . . | Member |
| (v) Block Development Officer, Karaikal. | . . | Member |
| (vi) Chief Educational Officer, Department of School Education. | . . | Member |
| (vii) Field Unit of Food and Nutrition Board | . . | Member |
| (viii) Child Development Project Officer, Karaikal | . . | Member-Secretary. |

Note : The committee will meet at least once in a quarter or as and when required on the notice of the Chairperson and will submit its review report to the Chief Secretary/Secretary (WCD) clearly outlining actions taken at the district level and support required from the State Government.

III. B. Roles

The District Level Committee will monitor and review block/project-wise progress of implementation of the scheme and suggest/take appropriate corrective actions with regards to following issues:

(i) Overall progress in implementation with regard to:

(a) Status of operationalisation of all sanctioned projects/AWCs, coverage of all habitations/hamlets in the district, especially, SC/ST and minority concentrated and remote areas;

(b) *Coverage of beneficiaries:* Block-wise analysis of registered vs. actual beneficiaries for supplementary nutrition and pre-school education at AWCs as against surveyed population;

(c) Regularity in supply and quality of supplementary nutrition at AWCs: provision of take-home ration, morning snacks and hot cooked meals for stipulated number of days in a month and block-wise comparison of feeding efficiency;

(d) Nutritional status of children 0-3 years and 3-6 years - weighment, roll out of WHO growth standards and joint mother and child protection cards; block-wise comparison of proportion of moderate and severely undernourished children; measures being taken for addressing them and progress thereon; on half yearly basis;

(e) Performance of non-formal pre-school provided at AWCs;

(ii) Coordination and convergence with line departments/programmes:

(a) Health/NRHM: Immunisation of children at AWCs, ante-natal and health check-ups, referral services and supply of micronutrients (Vit-A, IFA, de-worming tablet) to AWCs; functioning of VHND, VHSC and promotion of IYCF; joint visits of health and ICDS functionaries to AWCs;

(b) *Water and sanitation:* Provision of potable water and sanitation facility at AWCs;

(c) *Sarva Siksha Abhiyan (SSA):* Co-location of AWCs with primary schools, integration of PSE in AWCs, support from SSA, etc.

(d) *PRIs:* Involvement of PRIs and community in overseeing and coordinating the delivery of services at AWCs;

(iii) Other issues relating to programme implementation and actions thereon with respect to:

(a) Regularity of functioning of AWCs - overall and specifically, those in SC/ST/minority concentrated habitations;

(b) Manpower vacancies at Anganwadi Worker/Supervisor/CDPO level and training status of functionaries;

(c) Payment of honoraria to AWWs/AWHs and travelling allowances to supervisors;

(d) *AWC infrastructure:* Construction of AWC buildings through convergence with other schemes/programmes;

(e) Supply of essential items to AWCs - medicine and PSE kits, weighing scales, joint MCP card, WHO Growth Chart, etc;

- (f) Availability of funds for POL, contingency, *etc* at district/block level and flexi-fund at AWC level as per the revised norms;
- (g) Mobility of CDPOs/Supervisors - availability of vehicles and non - requisition of programme related vehicles;
- (h) Monitoring and supervision visits by CDPOs/Supervisors to AWCs as per norms and submission of reports;
- (i) Method (s) of delivery of supplementary food at AWCs - engagement of SHGs and use of iodised salt at AWCs and addition of leafy vegetables;
- (j) Methodology used and participation of children in non-formal pre-school education at AWCs; use of locally developed learning and play materials, toy bank and other initiatives;
- (k) Engagement of ICDS functionaries in non-ICDS activities and arrangements to desist them from it;
- (l) Identification of low performing blocks in ICDS implementation and factors responsible for it;
- (m) Any other matter as may be relevant for improved implementation.
- (iv) *Financial issues* : Fund flow and status of component-wise allocation and expenditures during the reported period and adherence to revised financial norms prescribed by Government of India;
- (v) *Complaints/grievance redressal mechanism*: Actions on the complaints received from individuals, community, PRIs, *etc.*, regarding ICDS services such as regularity in AWC functioning, quality of supplementary nutrition, *etc.*, and ICDS functionaries;
- (vi) *IEC*: Preparation and undertaking of IEC action plan on issues like location of AWCs, services available under ICDS, entitlement of beneficiaries, grievances redressal mechanism, *etc*;

Note: The following sources of information may be used for the review meeting:

- (a) Minutes and reports of the Regional/Anganwadi Level Monitoring Committees;
- (b) Analysis of Regional Monthly Progress Reports (MPRs) and Regional Annual Status Reports (ASRs);
- (c) Reports of field visits by Members of the Committee and other officials in the district and any evaluation/assessment report; and
- (d) Reports from the public/media (if any).

REGIONAL LEVEL MONITORING COMMITTEE (RLMC) ON ICDS

1. Mahe Regional Level

- | | | |
|--|-----|-------------|
| (i) Regional Administrator, Mahe | . . | Chairperson |
| (ii) Joint Block Development Officer, Mahe | . . | Member |
| (iii) CDPO (In-charge), ICDS, Mahe | . . | Member |
| (iv) Deputy Director, Health and Family Welfare Department, Mahe. | . . | Member |
| (v) Chief Educational Officer, Mahe | . . | Member |
| (vi) Representatives, local NGO (2)
(to be nominated by Chairperson). | . . | Members |
| (vii) Assistant Director, DWCD, Sub-Office, Mahe | . . | Convenor |

2.. Yanam Regional Level :

- | | | |
|--|-----|-------------|
| (i) Regional Administrator, Yanam | . . | Chairperson |
| (ii) Joint Block Development Officer, Yanam | . . | Member |
| (iii) CDPO (In-charge), ICDS, Yanam | . . | Member |
| (iv) Deputy Director, Health and Family Welfare
Department, Yanam. | . . | Member |
| (v) Delegate to Director of School Education, Yanam | . . | Member |
| (vi) Representatives, local NGO (2)
(to be nominated by Chairperson). | . . | Members |
| (vii) Welfare Officer In-charge, DWCD, Sub-Office, Yanam | . . | Convenor |

Note: The Committee will meet once in a quarter and will submit its report to the District Committee with a copy to the State Directorate of ICDS.

Representatives of other line departments like Animal Husbandry /Dairy/ Fishery *etc.*, may be invited as required.

IV. B. Roles :

The Regional Level Committee will monitor and review the following issues and suggest/take appropriate actions:

(i) Overall progress in implementation with regard to:

- (a) Coverage of all habitations / hamlets in the block, especially in SC/ST and minority concentrated and remote areas;
- (b) *Coverage of beneficiaries* : Sector-wise analysis of registered vs. actual beneficiaries for supplementary nutrition and pre-school education at AWCs as against surveyed population;
- (c) Quality of supplementary nutrition;
- (d) Nutritional status of children 0-3 years and 3-6 years - weighment, roll out of WHO growth standards and joint mother and child protection cards, sector-wise comparison of proportion of moderate and severely undernourished children; measures being taken for addressing them and progress thereon half yearly basis;.
- (e) No. of AWCs providing take-home ration, morning snacks and hot cooked meals for more than 21 days in the reporting month;
- (f) Number of AWCs which organised the monthly Village and Health Nutrition Days (VHNDs) and details of activities undertaken during VHNDs.

(ii) Coordination and convergence with line departments/programmes:

- (a) Health / NRHM: joint planning and implementation of timely immunisation of children at AWCs, ante- natal and health check-ups, referral services and supply of micronutrients (Vit-A, IFA, deworming tablet) to AWCs; functioning of VHND and VHSC and promotion of IYCF; planned visits of ANM to AWCs;
- (b) Water and sanitation: Provision of potable water and sanitation facility at AWCs.

(c) *PRIs*: Involvement of PRIs and community in overseeing and coordinating the delivery of services at AWCs.

(iii) ***Other issues relating to programme implementation and actions thereon with respect to :***

(a) Regularity of functioning of AWCs - overall, and specifically, those in SC/ST/Minority concentrated habitations and submission of MPRs by AWWs;

(b) Manpower vacancies at AWW/Supervisor/CDPO level and their training status;

(c) Payment of honoraria to AWWs/AWHs and travelling allowances to supervisors;

(d) *AWC infrastructure*: Construction of AWC buildings through convergence with other schemes/programmes;

(e) Status of supply of all essential items to AWCs (Medicine and PSE kits, weighing scales, joint MCP card, WHO growth chart, *etc*);

(f) Availability of funds for POL, contingency, *etc.*, at the block level and flexi-fund at AWC level as per revised norms;

(g) Home visits by AWWs during critical contact periods - counselling of pregnant and lactating mothers and families of children under two on key health and nutrition issues;

(h) Supportive supervision by the Supervisors; organisation of sector level review meetings; analysis of MPRs; *etc.*, [To review frequency of supervisory visits and reasons for lower than expected frequency].

(i) Observance of Village Health and Nutrition Days (VHNDs) - participation of ANM and PRI members;

(j) Method(s) of delivery of supplementary nutrition at AWCs - engagement of SHGs and use of iodised salt at AWCs;

(k) Methodology and participation of children in non-formal pre-school education at AWCs - use of locally developed learning and play materials, toy bank and other initiatives;

(l) Engagement of AWWs and Supervisors in non-ICDS activities and arrangement to desist them from it;

(m) Identification of low performing AWCs / Sectors in ICDS implementation and factors responsible for it;

(n) Any other matter as may be relevant for implementation.

(iv) ***Complaints/grievance redressal mechanism***: Actions taken on the complaints received from individuals, community, PRIs etc regarding ICDS services such as regularity in AWC functioning, quality of supplementary nutrition, *etc.*, and also on dereliction of duties by Supervisors /AWWs;

Note: The following sources of information may be used for the review meeting:

(a) Minutes and reports of the AWC Level Monitoring Committees;

(b) Analysis of AWC Monthly Progress Reports (MPRs) / Annual Status Reports (ASRs);

(c) Reports of field visits to AWCs by Members of the Committee, and other officials in the region/district;

(d) Reports from the public/media (if any).

**ANGANWADI LEVEL MONITORING AND SUPPORT
COMMITTEE (ALMSC) ON INTEGRATED CHILD DEVELOPMENT SERVICES**

- | | | |
|--|-----|-------------|
| (i) Grama Panchayat Ward Member or Ward Member | . . | Chairperson |
| of the urban local body (preferably woman member). | | |
| (ii) Mahila Mandal (2 Members on rotation) | . . | Members |
| (to be selected by Chairperson). | | |
| (iii) ANM | . . | Member |

Representatives of :

- | | | |
|---|-----|----------|
| (iv) Parents of children attending Anganwadi Centre (3) | . . | Members |
| (v) Community (Teacher/Retd. Government officials) (3) | . . | Members |
| (vi) Sakhi under SABLA Programme (if any) | . . | Member |
| (vii) Anganwadi Worker | . . | Convenor |

* Inspection Officer may be invited as special invitees.

Note: *The Committee will organize regular monthly meetings to discuss various issues in the anganwadi area in the village or ward/slum and record minutes of the meeting. A copy of the minutes may be sent to the Regional/ District Level Committee and CDPO.

*ICDS Supervisor, ANM, LHV may be invited to the meeting as may be required.

VI. B. Roles :

The Anganwadi Level Committee will review and take/suggest actions to improve delivery of services at the AWC. The committee is authorised and expected to play the following roles:.

- (i) Check regularity of functioning of AWC;
- (ii) Ensure coverage of all eligible beneficiaries as against the surveyed population;
- (iii) Review status of supply of supplementary food to all beneficiaries for at least 21 days in a month.
- (iv) Review nutritional status of children 0-3 years and 3-6 years, weighment, availability of WHO New Growth Charts and joint mother and child protection card; and number of moderate and severely undernourished children and steps taken;
- (v) Review functioning of non-formal PSE - activities per day, development / use of local learning and play materials; organisation of parents meet; *etc.*
- (vi) Ensure participation of AWWs at VHSC meetings;
- (vii) Ensure participation of at least one of the Members (other than AWW, ASHA and ANM) on the monthly Village Health and Nutrition Day at each AWC and to ensure that it is well-organised and well - attended and that all due services are rendered on that day;
- (viii) Review facilities available at the AWC in the light of established norms (infrastructure including clean water, functioning toilet, play area, PSE / medicine kits, cooking utensils, *etc.*);

[The Committee may consider ways of locally strengthening the AWC infrastructure mobilising resources from the community/other schemes].

(ix) Review receipt and utilisation of consumables such as food supplements and medicines as well as physical stocks;

- Find reasons for any shortfalls from expected norms, or discrepancies in stocks;
- Document and report such shortfalls and discrepancies to the Regional/District Level Monitoring Committee and Child Development Project Officer;

(x) Attend to any local disputes related to the AWC or AWW, and resolve such disputes amicably; flag unresolved disputes to the Gram Panchayat or Block Level Monitoring Committees;

(xi) Interact with AWW/ICDS Supervisor to understand reasons for any shortfalls in services provided at the AWC and find ways to locally strengthen services or correct shortfalls; formally document and report unresolved issues to the Regional / District Level Monitoring Committee, with a copy to CDPO, MO / PHC and Gram Panchayat as appropriate and concerned.

(xii) Any other matter as may be relevant for improving service delivery.

Note: (i) To ensure any/all of the above, the AWC Level Committee Members are expected to:

- Familiarise themselves with the objectives and spirit of the ICDS programme.
- Familiarise themselves with the established norms and guidelines for ICDS by obtaining a copy of such guidelines from the Block Level Monitoring Committee; interact with Members of the Block level Monitoring Committee, or the Supervisor or CDPO, or with the LHV or MO/PHC to seek any clarifications regarding these norms.
- Visit the Anganwadi Centre periodically and interact with other members of the community to enquire about the functioning of the AWC.
- Convene a monthly meeting to transact its business, preferably soon after the preparation of the AWC MPR, and maintain minutes recording the attendance of Members, issues reviewed, findings, and action taken.
- Send a copy of the minutes of the monthly meeting to the Regional/District Level Monitoring Committee.

(ii) On any issue, while it is always preferable to have negotiated and unanimous decisions, the Members present may take decisions based on guidelines and norms. Unresolved issues may be sent to higher level for direction.

(iii) The Committee and its Members will conduct their business in a manner that does not disturb the day - to - day activities of the AWW/AWC.

(By order of the Lieutenant-Governor)

G. THEVA NEETHI DHAS, I.A.S.,
Secretary to Government (Welfare).

online publication at "<http://styandptg.puducherry.gov.in>"

Government Central Press
Directorate of Stationery and Printing
Puducherry-9